

Central Purchasing

Mission:

The Central Purchasing Division provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division. The purpose is to realize cost savings from consolidation of purchasing actions for both organizations, and to standardize procedures so as to achieve Countywide consistency in procurement policy and vendor/supplier relations.

Goals:

- Procure goods and services at the least cost and in a timely manner, consistent with County policy.
- Provide for the disposal of surplus County property.

Implementation Strategies for FY2005:

- Continue implementation of Electronic Commerce approach to procurement functions both externally and internally. Develop interface strategy with Commonwealth of Virginia's eVA™ system.
- Develop database access on County Intranet for bid-list, Local Vendor Bid-List, Bid Library, Contracts, etc. Begin converting active server pages (asp) to Microsoft® .NET system.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an "as needed" basis for surplus property (usually outside regular business hours).
- Regular requisitions are to be processed as follows:

\$ Amount	Lead Time
Under \$1,000	Same day
\$1,000 - \$5,000	10 days
\$5,000 - \$15,000	25 days
\$15,000 - \$30,000	45 days
Over \$30,000	60 days

- Continue "Outreach" efforts to local vendor community.
- Continue archiving the files associated with purchasing transactions through electronic storage medium.

Budget Issues:

- For FY2005, Work-As-Required funding is approved to assist with the increased workload to manage the front desk and other duties to include scanning, data entry, updating information on the Internet, filing and answering the telephone.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
50129 Central Purchasing						
Personnel Services	250,825	263,287	276,255	289,430	289,430	332,825
Contractual Services	1,825	2,431	2,503	6,500	6,500	6,800
Internal Services	2,147	1,038	1,973	4,200	4,200	3,500
Other Charges	5,457	8,049	7,864	10,500	10,500	11,000
Materials & Supplies	6,323	3,362	7,121	4,400	4,400	4,500
Capital Outlay	<u>3,267</u>	<u>8,391</u>	<u>3,904</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Activity Total	<u>269,844</u>	<u>286,558</u>	<u>299,620</u>	<u>316,530</u>	<u>316,530</u>	<u>360,125</u>
Percentage Change	2.06%	6.19%	4.56%	5.64%	N/A	13.77%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

